BOARD OF SELECTMEN – APRIL 17, 2013

I. Call to Order

Chairman Paul Salafia called the Regular Meeting of the Board of Selectmen to order at 6:07 P.M. in the Board of Selectmen's Room in the Town Offices. Present were: Chairman Paul Salafia-Y and Selectmen Alex Vispoli-Y, Mary Lyman-Y, Brian Major-Y, and Dan Kowalski-Y. Also present: Town Manager Reginald S. Stapczynski and Assistant Town Manager Steve Bucuzzo. The meeting was duly posted and cablecast live.

II. Opening Ceremonies

Chairman Salafia led the members in a Moment of Silence followed by the Pledge of Allegiance.

III. 2013 Annual Town Meeting & Special Town Meeting

A. <u>FY-2014 Budget Discussion – Municipal Services</u>

The Town Manger presented his proposal on the reorganization of the Department of Public Works and Plant & Facilities Department into the Department of Municipal Services effective July 1, 2013. Under the Town Charter, the Town Manager is authorized to make this change and Board of Selectmen listed this as a goal that the Town Manager to study this option.

Currently, the two Department Head positions are vacant due to retirements and have been filled with Acting Directors. The consolidation would reduce operating costs, enhance coordination and cooperation, personnel and equipment would be shared, internal communications improved, eliminate administrative duplication and allow for continuing regionalization and outsourcing opportunities. The Town Manager reviewed a basic organization chart and what the alternate organizational chart would like as well as a chart showing the cost and savings of \$115,000 which would be realized through this consolidation. The Town Manager would use \$55,000 of the savings to fund a full-time carpenter position.

The position of Director of Municipal Services would require a person with high level public management skills, abilities and experience. They would be responsible for direct control, planning and organization of all aspects of operations and services, establishing long and short term work plans, coordination of large capital project planning, management and funding, department financial management, coordinating operational efficiencies, and would oversee personnel management, public relations and customer service. The new Municipal Services Director would be appointed September 12, 2013. The Town Manager reviewed the responsibilities for the Assistant Director of Public Works and Assistant Director of Plant &

Facilities. He also reviewed the FY-14 General Fund Budget Summary, the Water & Sewer Enterprise Budgets and department staffing numbers which show no change. The FY-14 Enterprise Budget includes the requested rate increases. The Town Manager said a public hearing on the rate raise will be held in May.

Discussion

Selectman Vispoli wants to make sure there is unity in the process and asked if this decision was supported by the School Superintendent. The Town Manager said Asst. Superintendent for Finance Paul Szymanski, Doherty Middle School Principal Robin Wilson and School Committee member Dennis Forgue participated in discussion meetings and had some challenging questions. The consolidation is set up for internal gains for both the Town and School. The School Department seems to be fine with the consolidation as long as they don't lose anything.

The Board asked what would be gained with the new organizational structure and what has been lost over the past few years. It was explained that we are gaining management effectiveness. Currently, the two Acting Directors have been wearing two hats covering two positions which is beyond a sustainable situation. There was discussion on the roles of the two Acting Directors, how the two departments could be restructured to cover the needs without hiring a Municipal Director and adding additional layers of management and how to move forward with the current model.

They also discussed the Town Manager's request to use \$55K in savings to hire a full-time carpenter, if they could outsource the work instead, which option would be more cost effective, and the pros and cons of hiring a part-time temporary carpenter vs. a permanent position. The Town Manager said a full-time carpenter would more effective in handling the backload of work orders and be more beneficial to the Department on an on-going basis. Currently, we have a temporary carpenter who works 40 hours per week with benefits.

Greg Rigby, 131 Rattlesnake Road, asked if the School Superintendent agreed to this change. The Town Manager said agents for the School Department participated in the Task Force.

Selectman Major motioned to adopt the Town Manager's Proposal which includes hiring a Municipal Services Director and includes the full-time carpenter position. There was no second, the motion failed.

Selectman Major recommended approval of the Town Manager's Proposal which includes hiring a Municipal Services Director and incorporates a change in the Personnel Line Item to reduce the \$55,000 for a carpenter and add to the Expense Line Item \$80,000. There was no second, the motion failed.

Selectman Vispoli motioned to fund an expense line item in the budget for carpentry work in the amount of \$55,000. The motion was seconded by Selectman Kowalski and voted 4-0-1. Selectman Lyman abstained.

Selectman Major motioned to adopt the Town Manager's Proposal for the hiring of a Municipal Services Director. There was no second, the motion failed.

The Board continued to discuss the available options and amount of cost savings.

Selectman Kowalski motioned to fund the re-organization proposal for a single Municipal Services Director but not to move forward until more information is provided. The motion was seconded by Selectman Lyman and voted 2-3. Selectman Major, Vispoli, and Salafia opposed. The motion failed.

Selectman Major motioned that the Board of Selectmen adopt the Town Manager's Proposal to incorporate a Municipal Services Director position. The motion was seconded by Selectman Vispoli and voted 3-1-1. Selectman Lyman opposed and Selectman Kowalski abstained.

Selectman Kowalski said he understands something has to be done but he is not sure what the structure should be and is concerned about the schools and their endorsement. Chairman Salafia suggested putting questions in writing and moving forward from there. The plan will come before the Board again. Selectman Vispoli said there is value in getting questions on the table as they will help with hiring the right person.

B. Board to discuss and take positions on warrant articles

Selectman Lyman left the meeting prior to the warrant article votes.

Warrant Article #9 – Free Cash

Selectman Major motioned not to use Free Cash in the amount of zero dollars. The motion was seconded by Selectman Vispoli and voted 4-0 to recommend approval.

Warrant Article #8 - Stabilization Fund

Selectman Major motioned to recommend approval of the Stabilization Fund in the amount of \$2.0M. The motion was seconded by Selectman Kowalski and voted 4-0 to approve.

Warrant Article #32 – AHS Tennis Courts Renovations

Selectman Major motioned to recommend approval in the amount of \$400,000. The motion was seconded by Selectman Vispoli and voted 4-0 to recommend approval.

Warrant Article #44 – Water / Sewer Vehicle – Hold

Warrant Article #28 – Town Building & Facility Maintenance

Selectman Kowalski motioned to recommend approval in the amount of \$300,000 for Town Building & Facility Maintenance. The motion was seconded by Selectman Major and voted 3-0 to approve. Alex Vispoli was not in the room at the time of the vote.

Warrant Article #50 – Zoning Bylaw Amendment – Industrial 2 – Hold

Warant Article #51 - Amend Zoning Map Industrial 2 District Dascomb Road - Hold

Warrant Article #52 - Amend Zoning Map Industrial 2 District River Road - Hold

Warrant Article #53 – Reichhold Parcel I Acquisition – Conservation LAND Grant
Selectman Major motioned to recommend approval of Warrant Article #53 – Reichhold Parcel I
Acquisition – Conservation LAND Grant. The motion was seconded by Selectman Vispoli and voted 4-0 to recommend approval.

Warrant Article #54 - Reichhold Parcel I Acquisition & PARC Grant - Hold

IV. Adjournment

At 8:38 P.M. on a motion by Selectman Major, seconded by Selectman Vispoli, the Board voted 4-0 to adjourn the Regular Meeting of April 17, 2013. Roll call: Alex Vispoli-Y, Brian Major-Y, Dan Kowalski-Y, and Paul Salafia-Y.

Respectfully submitted,

Dee DeLorenzo

Recorder

Documents: Town Manager's Municipal Services Department Reorganization Plan